

**FORM 45: Close-Out Letter to Individual**

IA-YY-XXX

(Name of Individual)

[HOME ADDRESS DELETED  
UNDER 10 CFR 2.790(a)]

SUBJECT: (NRC Inspection Report No(s). XX-XXX/YY-NN)  
[if applicable, add "and (Investigation Report No(s). X-XXXX-XXX)"]

Dear \_\_\_\_\_:

This refers to the inspection (investigation) conducted on (date(s)) regarding your activities at the (plant name) facility. [Use (City, State) for material licensees]. [This section should address the purpose of the inspection and any other facts that are relevant to the case.]

[Add one of the following three paragraphs, as applicable:]

On (date), the NRC provided you with the inspection report (a factual summary of the OI report) and on (date), a closed (transcribed) predecisional enforcement conference was conducted (location, e.g., in the Region III office) with you to discuss the apparent violations, their significance, their root causes, and your corrective actions.

In the letter transmitting the inspection report (factual summary of the OI report) dated, \_\_\_\_\_, we provided you the opportunity to address the apparent violation(s) identified in the report by either attending a predecisional enforcement conference or by providing a written response before we made our final enforcement decision. In a letter dated (date), you provided a response to the apparent violations.

In a letter dated, \_\_\_\_\_, the NRC issued you a Demand for Information concerning this issue. In a letter dated (date), you provided a response to the Demand for Information.

After considering the information developed during the inspection (investigation) (and the information that you provided during the conference)(and the information that you provided in your response to the inspection report (Demand for Information) dated, \_\_\_\_\_), the NRC has decided not to take enforcement action against you in this case. Notwithstanding this decision, the NRC has determined that your actions contributed to a violation of (requirement(s)). A copy of the Notice of Violation issued to your employer, (name of licensee), is enclosed.

Please feel free to contact (name of NRC contact) of my staff if you have any questions. (Name of NRC contact) can be contacted at (telephone number).

You are not required to respond to this letter. However, should you choose to respond, your response should be sent to the U.S. Nuclear Regulatory Commission, ATTN: Regional Administrator, Region \_\_, (regional address), and marked "Open by Addressee Only," within 30 days of the date of this letter.

[Add the following sentence for licensed individuals, "This letter, and your response, if you choose to submit one, will be placed in your license docket." ] This letter, and your response, if you choose to submit one, will not be made publically available either electronically for public inspection in the NRC Public Document Room or from the Publicly Available Records (PARS) component of NRC's document system (ADAMS). However, you should be aware that all final NRC documents, including the final OI

investigation report, are official agency records and may be made available to the public under the Freedom of Information Act (FOIA), subject to redaction of information in accordance with the FOIA.

Sincerely,

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Regional Administrator  
or Designee

Docket No. 55-\_\_\_\_ (if applicable)

License No. \_\_\_\_\_ (if applicable)

Enclosure: Notice of Violation issued to (name of licensee)